Holiday Request Form

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| Name of Pupil(s): |  |
| Absence Date(s):*(From – To)* |  |
| Class: |  |
| Total days missed: |  |

|  |
| --- |
| **When did you plan this absence?***(please provide travel booking details)* |
|  |
| **Why is this absence unavoidable?***(Provide supporting evidence such as medical appointment/death certificate etc)* |
|  |
| **Could this absence have been taken during school holidays?***(Provide evidence to support why not)* |
|  |
| **When will your child be back in school?** |
|  |

Form completed by (Print Name): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Relationship to child: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Response from school:

Absence Authorised? Yes No

Absence referred to LBBD for fine? Yes No

Signed: **** Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_